

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 12-0004**

**OPEN TO:** All Interested Candidates

**POSITION:** 1100077 AutoMechanic - FSN-5, FP-9\*

**OPENING DATE:** January 23, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): FSN-5 (RUB 477,624 +bonus RUB 29,952 p.a.-starting salary)

\*AEFM/MOH/NOR: FP-AA\* (position grade to be confirmed by Washington)

**LENGTH OF HIRE:** Permanent position

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Moscow is seeking an individual for the position of the Auto Mechanic in the GSO/MOPO Section.

### **BASIC FUNCTION OF POSITION**

Incumbent is responsible for servicing, maintenance and repair works on the Embassy vehicle fleet. Performs regular and priority vehicle maintenance and repair of official Embassy fleet: service vehicles according to established schedule; inspects the vehicle safety systems, performs preventive maintenance and repair of engine, both diesel and gasoline, transmission, electrical, brake, steering and other vehicle systems; performs minor body and paint works, calibrates and maintains shop tools and equipment, maintains vehicle batteries; inspects machinery safety and reports to auto mechanic foreman; determines the spare parts and expense materials necessary for repair; installs and maintains communication equipment (vehicle based radio and phone stations), installs and maintains additional security systems on special purpose vehicles (Ambassador, DCM, RSO).

A copy of the complete position description listing all duties and responsibilities is available in the HR Office. Please send your request to the email address:

[moscowhr@state.gov](mailto:moscowhr@state.gov)

Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary technical school with focus of automotive field and professional courses to diagnose, maintenance, servicing and repair of the modern vehicle computer controlled systems (engine, drive train, brakes, other safety components) is required.
2. Three to five years in automotive maintenance and repair work is required. Three of which experience of working with high technological diagnostic and repair tools and equipment (i.e. Snap-On or similar scanners, digital lab-scopes, digital multimeters, computerized wheel alignment units, etc.) is required. One of five years of recovery vehicle (tow truck) operation is required.
3. English language – level III (good working knowledge) spoken and written is required. Will be tested. Russian language – level IV (fluent) is required. Will be tested. Specialization of both languages in mechanical field is required.
4. Comprehensive automotive mechanic trade knowledge is required. Professional knowledge of modern vehicle electronic systems, engine, automatic transmission, climate controlling and other vehicle systems is required. Professional knowledge of modern power and hand tools and electronic diagnostic, maintenance and repair equipment, including wheel alignment, welding, brake lathe, wheel balancing and tire change machines is required. Knowledge of local industrial and vehicle safety regulations and standards is required.
5. Highly skilled ability to undertake all complex tasks and procedures using a range of highly specialized equipment or techniques is required. Ability and skills to perform complete vehicle maintenance (inspection, diagnose, service and repair) of all type of vehicles presented in the Embassy fleet, including high technological vehicle models are required. Ability to read and understand vehicle technical data, wiring schematics and follow specified diagnostic and repair procedures using computer software and repair manuals is required. Local driver's license with B, C and D categories for sedans, buses and trucks. Ability to deal and communicate with customers regarding vehicle maintenance and repair is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (OF-612); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

**Human Resources Office**

**Fax: 7-495-728 5244; Email: [moscowhr@state.gov](mailto:moscowhr@state.gov)**

***The preferred way of receiving resumes is via email.***

**CLOSING DATE FOR THIS POSITION: Until Filled**

The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

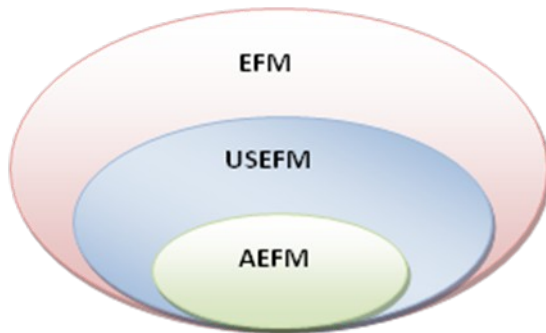
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Vacancy Announcement approved by Richard Marsh (Human Resources Officer)**

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## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

Not an EFM; and,

Not on the travel orders of the sponsoring employee; and,

Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

Is not a citizen of the host country; and,

Does not ordinarily reside (*OR*, see below) in the host country; and,

Is not subject to host country employment and tax laws; and,

Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References